

The Virginia Learning Center



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

Illustration of how to:

Pull a Roster

Step 1: Click on My Responsibilities and the area to the right where the red circle illustrates



Step 2: Click on Training



Step 3: Click on Instructor Tools



Step 4: Click on Manage Students



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Illustration of how to:

Pull a Roster

Step 5: Click on all instructors or me, populate search field, populate start end dates, then click filter

Instructor Tools

My Teaching Schedule | **Manage Students** | Gradebook Console | Needs Grading

Manage Students

Me | All Instructors

Search: cws1021

Pending Action: Pending Action

Start Date: 10/10/2016

End Date: 10/31/2016

Filter

Step 6: Click on the event title for the roster you desire

VDSS - CWS1021: The Effects of Abuse and Neglect on Child and Adolescent Development

Date	Section	User	Pending Action
10/25/2016 - 10/26/2016	CWS1021: The Effects of Abuse and Neglect on Child and Adolescent Development (Virginia Beach)	24	6 Waitlisted Students
10/11/2016 - 10/12/2016	VDSS - CWS1021: The Effects of Abuse and Neglect on Child and Adolescent Development (Roanoke)	24	9 Waitlisted Students

Step 7: Click export to excel

CWS1021: The Effects of Abuse and Neglect on Child and Adolescent Development (Virginia Beach)

For Classroom Course: **VDSS - CWS1021: The Effects of Abuse and Neglect on Child and Adolescent Development** | Format: **In-Person**

Date Range: **10/25/2016 - 10/26/2016** | Section Code: **Eastern** | Section Number: **117**

Students

Enrolled (24) | Waitlisted (6)

Email All | Record Attendance, Status, and Scores | Create Gradebook | **Export to Excel** | Export To PDF